LEGISLATIVE INFORMATION FOR THE PUBLIC

Michigan legislative session information was made available to the public on the worldwide web on September 19, 1997. Over 100,000 hits were recorded on this new site in its first three weeks, for a rate of 5,000 hits per day.

The new worldwide web public address for Michigan legislative information is *http://michiganlegislature.org.* *Michigan libraries are encouraged to assist the public in making use of this significant new resource.*

The primary purpose of the Michigan Legislature's public web site is to improve the participation of Michigan's citizens in their state government. The web site improves constituents' access to their elected officials, and to the most current information about legislation being discussed in Lansing.

This public web site includes the text of introduced bills and joint resolutions, as well as the text of the final "as passed" version when it has been enacted by the House or Senate. The daily journals and calendars of the House and Senate, the text of enrolled bills and joint resolutions, and reports on bill status are also provided from a convenient menu page. The Bill Status section is searchable by bill number, by sponsor, or by subject category while Resolution Status files are searchable by resolution number and by the name of the sponsor.

Updates to the legislative internet files occur within an hour after documents are released for public distribution by a legislative office or agency. The Bill Status section is updated each evening to reflect actions taken during the previous session day.

The Michigan Legislature's Internet site is available 7 days a week, 24 hours a day. The system does not have to be "down" in order for it to be updated. Occasionally, scheduled maintenance will be needed on the equipment, and at those times the system will be "down" for a brief period of time. A notice will be provided on the Main Page whenever the data is not available.

The new public internet site also includes an easy-to-use, online feedback mechanism for Michigan citizens to use. If the users have questions, suggestions for upgrading the site, or if they wish to pass along their questions or comments to their legislator, that can be done in a quick and easy online message .

The Legislature's web site is still a work in progress. In subsequent phases of the project, other legislative information such as committee notices and schedules, and nonpartisan bill and fiscal analyses will be offered. Additional legislative information will be added in the months to come.

IN THIS ISSUE

LOLETA FYAN AWARDS ANNOUNCED

JoAnn Blum of the Lawton Public Library and Amy Brown of the Marlette District Library are the first two winners of the new Loleta Fyan Continuing Education Awards sponsored by the Library of Michigan Foundation. The awards will allow Ms. Blum and Ms. Brown to attend the Public Library Association Conference in Kansas City in March 1998.

The Library of Michigan Foundation initiated this new program and announced it at the Rural Libraries Conference in May. Two winners, one each from a Class I and and a Class II public library will receive $1500 grants to cover registration, transportation, hotel and meal costs, and other expenses for attending the conference.

The next drawing will be held in January to allow two winners to attend the American Library Association Annual Conference in Washington, scheduled for June 25-July 2, 1998. To enter the drawing, send a letter indicating your interest on your library's stationery. The letter should be signed by both the library director and the board president stating that, if selected, the entrant will receive release time to attend the conference. Only library employees (director or staff) are eligible to enter, and only one award will be made to any library in any year. Only one application per person per drawing will be accepted. All entries should be sent before January 1, 1998, to:

Loleta Fyan Awards
Library of Michigan Foundation
717 West Allegan Street, PO Box 30159
Lansing, Michigan 48909

IN MEMORY OF JOHN RUMMEL

"If you would see his works, look about you."

This familiar saying conveys the far-reaching legacy of John Rummel to the Library of Michigan, and to libraries and other organizations throughout the state. Although John had been seriously ill in recent years, he had refused to let it affect his work as Public Information Officer or his willingness to be of service to others.

John Rummel joined the Library of Michigan staff in September of 1987, and had nearly completed ten years of work when he died. He was the person who shaped the Public Information Office into one widely known for its high standard of professional publication design, and for the use of rigorous competitive bidding to hold printing costs to the bare minimum. He had been a leader among the state government PIO staffers in moving to the use of recycled and recycleable paper, and consistently reported the highest percentage of recycled paper use in state government. John was instrumental in establishing the combined plan for tour groups that allied the Capital Tours office, the Historical Museum and the Library of Michigan in a shared tour reservation data base, with sophisticated word processing and scheduling software. A shared brochure for visitors was produced through his office to support the tour program, and many thousands were distributed in the capital area each year.

The computerized bidding system developed by John Rummel was a model for the printing trades in the Lansing area. Each job was specified on a computerized form that was then dispatched directly from his computer to the printers offices by fax. The first paper copy was the vendor's signed bid when it arrived by fax. John was widely known for his expertise with Apple computers, and he founded the Lansing Area Macintosh And Lisa Users Group (LAMALUG) that provided help for Mac users throughout the area.

John Rummel's support for the librarians and library trustees of Michigan was unflagging. He was a regular fixture at the annual conference of the Michigan Library Association, taking pictures of all the speakers and events, and saying, "Watch my left ear, that's the one that wiggles!" He was a welcome presence at the Library of Michigan booth at MLA and MAME conferences, and he enjoyed taking photos at the Rural Libraries Conference.

In his few spare moments, John served as a trustee for a religious retirement home organization, sang in the Steiner Chorale and in his church choir, and taught photography to 4-H students each summer at MSU for 24 years. He also assisted the Michigan Genealogical Council with its publications, and brought to completion the 10 volume Michigan 1870 Census Index, a work of permanent value to researchers.

John Rummel's funeral was held in his church in Richville, Michigan on August 29, 1997. He was buried in Silverlawn Cemetary in Sebewaing, in the area where he grew up. The funeral was well attended, with many representatives from the Library of Michigan staff, from the genealogy community, from the many printers with whom he worked so well, and by friends and family from across Michigan. A memorial fund has been established in his name by the Library of Michigan Foundation, and a leaf will be added to the donor tree on the main floor of the Library in his memory.

by Jeff Johnson
Deputy State Librarian

INTERNET ACCESS GRANT RECIPIENTS ANNOUNCED

The Library of Michigan recently announced 50 library recipients of the Library Services and Construction Act (LSCA) Title III Statewide Internet Access grant awards. For the first time this year, school, academic and special libraries were eligible to apply along with public libraries. This project provides Internet access to libraries in the state of Michigan that participate in resource sharing through Michigan's Library Regions of Cooperation (ROCs).

The Statewide Internet Access grant package includes a computer workstation w/printer, modem and software. Also included in the grant package are training and reimbursement up to $1000 for telecommunication costs, to be applied toward either a direct Internet connection or dial-in access with an Internet account.

This project is intended to provide public access to electronic information resources that may otherwise be unattainable for a library. Another purpose of the Statewide Internet Access grant is to prepare library staff to access electronic resources on the Internet. The library is required to maintain the workstation as a dedicated Internet access terminal and to send staff to participate in training. Through this grant, each library is provided with training for two staff members through the regional Internet Training Centers located in public libraries or Public Library Cooperatives. The training covers such topics as email skills, techniques for finding information on the World Wide Web and issues related to using electronic information.

Fifty libraries were awarded grants through LSCA Title III funding this year, with an additional forty-five public libraries funded in 1997 under LSCA Title I. Within a few months, this project will have successfully provided Internet access to over 185 libraries in the three years of its existence. With the equipment grants being supported by the "training the trainer" approach to Internet instruction, Michigan library staff will be skilled and ready to utilize electronic resources to their full potential. For more information about the Internet Access Grant project, please contact Susan Parr at ssparr@libofmich.lib.mi.us or (517) 373-9487.

BOOK DONATIONS TO PUBLIC LIBRARIES

Public libraries in Michigan received an unexpected surprise in the mail in October. The Public Enrichment Foundation, based in Kingsford, has distributed copies of three outstanding reference books to all the public libraries in the state in conjunction with the Library of Michigan. The Story of America, Our World, and American Painting have been sent to all 386 legally established public libraries in the state. In addition, the 69 libraries in the state with the lowest per capita income also received The Historical Atlas of the United States.

For the last few years, the state has funded a book distribution program through the Library of Michigan. The Public Enrichment Foundation serves the Upper Peninsula and the northern third of the lower peninsula; the Michigan Friends of Education, based in Gregory, serves the southern two-thirds of the lower peninsula.

The book distribution program allows publishers to receive significant tax breaks for donating their excess stock to qualified non-profit educational organizations. This includes literacy groups, schools, Head Start programs, day care centers, facilities for migrant workers, senior citizen centers, and adult basic education programs.

Ordinarily, the centers do not donate directly to libraries, since this could affect the potential market for the books. After seeking appropriate accounting advice, Larry Seratti, the director of the Public Enrichment Foundation, and State Librarian George Needham determined that it would be possible to make an exception for these reference books and place them in libraries rather than private hands.

TERMAN LEAVES FOUNDATION

The best reward for doing an exceptional job is being invited to take on a bigger challenge. Library of Michigan Foundation executive director S. Mark Terman has become widely recognized for his skill in developing and operating highly successful nonprofit fundraising organizations. Thus he has been chosen to become director of the Michigan Fitness Foundation and the Governor's Council on Physical Fitness, Health & Sports in East Lansing and resigned to assume his new duties effective August 15. State librarian George M. Needham and the Foundation board of directors accepted Mark's resignation with sincere regret.

Mark is the only executive director the Library Foundation has ever had. He started with the Foundation seven years ago and over that time, its assets have grown from nothing to over $1.5 million.

The Foundation has designated funds to help special projects of the Library of Michigan, to build the Library's Rare Book Room and genealogy collections, to assist literacy projects in the state and for services to the blind and physically handicapped. The Foundation is also managing the Ameritech Community Information grant for the Library. The Foundation's board is composed of some of the state's most influential business and government leaders.

"All of this is Mark's legacy," Needham noted. "The Library and the Foundation will miss Mark, and I hope you'll join me in wishing him well as he begins this new endeavor."

AccessMichigan Survey

The AccessMichigan Steering Committee held its organizational meeting at the Library of Michigan on Wednesday, October 1.

The steering committee is composed of representatives from library organizations across the state. The groups represented at the meeting included the Association of Independent Colleges and Universities of Michigan (AICUM), the Class VI Directors, the Community Colleges Association, the Council of Library Deans and Directors (COLD), the Library of Michigan, Michigan Association for Media in Education (MAME), Michigan Health Sciences Library Association, Michigan Library Consortium, Michigan Library Coop-erative Directors Association, Michigan Library Association, and Special Libraries Association (West Michigan and Michigan chapters).

According to "What is AccessMichigan?," a document composed by the smaller working group over the spring, "AccessMichigan is the conceptual underpinning for a project which would allow all libraries within Michigan to provide the state's residents with the information they need, when they need it and where they need it." (To read the entire "What is AccessMichigan?" document, check http://www.mlc.lib.mi.us/resources/accmich/whatis.htm.)

The discussion at this opening meeting included a review of the group's purpose, its relationship to other endeavors already in progress in the state, the composition of the steering committee, and subcommittees.

The three primary areas of interest are content, access, and delivery, with the primary focus at the beginning to be content. Subcommittees were created for fund raising, database selection, and the Serials, Periodicals and Newspapers (SPAN) project. The committee agreed to add additional representation on the subcommittees as needed, and especially to include front line staff from the various types of libraries. However, the group decided not to increase the size of the steering committee at this time.

Among the projects already launched under the AccessMichigan rubric are the statewide serials union list (SPAN), and the statewide full text periodicals database access project, which features the FirstSearch and IAC databases.

The new web site was developed by the Legislative Web Site Development Group, which will continue to monitor and enhance both the internal and the public internet web sites. The Web Site Development Group consists of ISD staff of the Senate and of the House, as well as Legislative Council staff from the Library of Michigan and the Legislative Services Bureau.

Documents and data for the Michigan Legislature's internet site originate with the Senate or House of Representatives, including their fiscal and legislative analysis staffs, and with the Legislative Service Bureau. Supporting services such as file and database management, as well as the linking and indexing of the documents are performed on server hardware and software administered by the Library of Michigan. This new service will provide Michigan residents with the best quality access to current legislative data in a cross-linked, indexed and searchable database custom written by Library of Michigan staff. This is a level of access seen in only a few web sites to date.

Universal Service Fund Update

More than 135 libraries have now had their technology plans approved by the Library of Michigan in preparation for the Universal Service Fund implementation on January 1, 1998. This represents slightly more than one third of the public libraries in the state.

Governor Engler signed two bills into law (1997 PA 95 and 1997 PA 96) to amend the Michigan Telecommunications Act to enable schools and libraries to participate in the USF. The statutes require telecommunications providers to provide eligible elementary and secondary schools and libraries with intrastate discounts at the same rates as the discounts mandated by the FCC on interstate services.

Having an approved technology plan is the first step in applying for discounts under the USF. Libraries should also be preparing technology assessments, an inventory and overview of the current state of the technology in their facilities.

Libraries should also be planning a description of what discounted services they will be seeking during the coming year. This description should be detailed enough so that a potential company could bid on the service. The USF Administrator will use this information to post on the web for potential bidders. Nothing in the rules prohibits libraries from also following their usual bidding rules in addition to having the USF Administrator post their bids on the web.

Draft application forms were released by the FCC in early October. They are available at http://www.fcc.gov/formpage.html/470. The FCC in its report and order and in its question and answer release on the web (http://www.-fcc.gov/Bureaus/Common_Carrier/Public_Notices/1997/da971374.html) has provided a great deal of information on what it expects in the applications and in the accompanying documentation.

The USF, part of the Telecommunications Act of 1996 passed last year by the US Congress, mandates discounts on telephone and telecommunications services for schools and public libraries. The Library of Michigan is the designated authority to approve technology plans by libraries; the Michigan Department of Education is handling the same responsibility for schools.

*"*COMMUNITY INFORMATION TOOLKIT*"* KICKOFF MEETING PLANNED

Merit Network, Inc. and its project partners are hosting a kickoff meeting to present the plans for development of the Community Information Toolkit project. This presentation will be held November 19 at 2pm in the Library of Michigan Forum. Library staff interested in participating in the project are invited to attend.

Merit has been selected as the contractor for the Community Information Toolkit grant, awarded to the Library of Michigan Foundation. This grant is funded by Ameritech Interactive Media Services through the Shareable Earnings Program to develop Internet training and support for public libraries, as well as K-12 schools and community colleges. (See March-April 1997 issue).

Merit was selected by the Library of Michigan following a Request for Proposals to seek a contractor for this project. The RFP was developed with the assistance of the Michigan National Information Infrastructure Council on Continuing Education (NIICCE). The Toolkit project plan was discussed March 6th at a statewide compressed video teleconference linking NIICCE members at six Michigan sites. This statewide group includes representatives from the Internet Training Centers located in various public libraries and library cooperatives, as well as library educators and technical trainers.

The RFP was released in mid-June and by the closing date, four proposals had been submitted for consideration. Following a review by committee, State Librarian George Needham announced the selection of the Merit proposal based on the committee's report.

Project Manager Sue Davidsen of Merit will oversee the creation of specific tools designed to assist public library staff in developing the expertise needed to be community leaders in delivering local electronic information. Working with a team of expert staff from The Library Network and Michigan State University, the Toolkit project is scheduled for completion in June 1998. The Community Information Toolkit will include:

• Guidelines for developing electronic community information mission • strategies for forming the local partnerships within a community • fundraising to carry forward the mission • training on methods for identifying, soliciting, organizing, converting, publishing and archiving content • Hardware and software recommendations • Turn-key webserver/publishing solution • Bibliography of reference materials useful to community information organizers.

Following the November 19 kickoff meeting, an RFP will be distributed calling for communities and libraries to participate as one of the two demonstration sites. Two model communities will be selected based on a review of proposals received. One model site will identify, organize, convert and maintain community information to address the needs of its blind and physically handicapped residents. The second model site will focus on the cultural, historical and governmental information of the community. In both cases, the leading role of the library in gathering and presenting local information will be emphasized.

Once the development phase is completed, the project team will evaluate the toolkit as developed while working with the demonstration sites. Any needed final adjustments to the Toolkit will be made at this time.

The toolkit will be made available statewide in various formats, including print and CD-ROM, and will also be available from the Library of Michigan's web site. Keep the November 19th date open on your calendar to attend the Community Information Toolkit kickoff meeting, and to receive more information on this project.

1997–98 BUDGET UPDATE

In the July-August, 1997 issue of Access, we reported on the 1997-1998 budget, based on preliminary information. The following information updates that article.

On Wednesday, August 20, 1997, Governor Engler signed 1997 P.A. 111, the General Government appropriation bill, which includes the FY 1997/98 Library of Michigan budget. The FY 1997/98 appropriation for State Aid to Libraries was increased by $500,000 to a total of $13,519,600, a 3.8% increase. The per capita rate will be approximately 47¢ ($0.475) for each of the three per capita state aid grants. The combined total of state aid payments will be approximately $1.41 per capita. Cooperative density payments will be at the rate of about $9.52 ($9.517) and county reimbursable salaries at $4,568.26.

In addition, the Library of Michigan's operations budget was increased by $103,500 (1.4% increase). The following FY 1997/98 appropriation line items were also approved: Book Distribution Center - $285,000 (no change); the Grant to Detroit Public Library - $5,871,600 (no change); Subregional State Aid - $251,800 ($2,500 increase); and the Wayne County Library for the Blind and Physically Handicapped - $49,200 ($500 increase). The Renaissance Zone Reimbursement ($276,300) and the Grant to Grand Rapids Public Library ($406,400) were established as new line items in the Library of Michigan budget for FY 1997/98.

The following day, Governor Engler signed a supplemental appropriation to the 1996-1997 budget (1997 PA 114). This bill included a $500,000 Grant to Grand Rapids Public Library, and an additional allocation of $300,000 for automation purposes for the Library of Michigan.

LIBRARIES AND MUNICIPALITIES WORKING TOGETHER

The Library of Michigan is working with the Michigan Municipal League and the Michigan Township Association to present workshops for library staffs, trustees and municipal officials working together for library service. Three workshops have been scheduled. Topics include:

Laws governing library operations
* types of libraries and statutory authority and funding sources
* library board structure and membership requirements
* roles and responsibilities of library board members and the director

Legal issues for libraries
* open meetings act
* freedom of information act
* truth-in-budgeting act

Finances and budgeting for library operations
* truth-in-budgeting act
* budgeting procedures
* how to read an audit report

Establishing policies for library operations
* personnel policies
* general library policies

The per person registration fee is $50.00 and $35.00 for additional persons from different offices. The fee covers a light meal and handouts. Registration materials will be sent at a later date.
.4 CEUs are offered.
The first session will be offered in Livonia: Thursday December 4, 1997, 3:00 to 8:30pm.
> Livonia Civic Center Library
> Meeting Rooms A & B
> 32777 Five Mile Rd
> Livonia, MI

The second session will be offered in Indian River: Saturday February 21, 1998 , 9:00am to 3:30pm.
> Indian River Area Library
> 3456 S Straits Highway
> Indian River, MI

The Third session will be offered in Escanaba: Saturday May 2, 1998, 9:00am to 3:30pm. (eastern time zone)
> Escanaba City Council Room
> Escanaba City Hall/Library
>   Complex
> 400 Ludington St.
> Escanaba, MI

Another workshop is planned for those contemplating district status. This workshop will be in East Jordan: Thursday February 26, 1998, 3:00 to 8:30pm
District Library: Steps to create and run a district library
> Jordan Valley District Library
> One Library Lane
> East Jordan, MI

TELECONFERENCES OFFERED

The Library of Michigan has purchased the down link license for the teleconferences produced by the College of DuPage, Glen Ellyn, Illinois. This is a statewide license offered to the Michigan library community. Library staffs, trustees, friends groups as well as the general public would find the topics of interest. Library Cooperatives across Michigan are offering the teleconferences to their member libraries. The Library of Michigan is also a down link site.

Please contact your local Cooperative for information on location, CEUs and to register. (Please note that the Capital Library Cooperative is registering persons who will attend the Library of Michigan location).

Listed are the dates and times for the teleconferences: Please see the URL for the College of DuPage for more information. http://www.dupage.edu/teleconference

Friday, October 17, 1997, noon -2pm
"National Issues - Local decisions: Libraries and the Internet and the First Amendment", in cooperation with the Urban Libraries Council, moderated by Joey Rodger

A teleconference that provides clear options to help librarians and library decision makers formulate and implement policy at the local level.

Get the answers to these questions: Can libraries support unrestricted access to the Internet in all situations? Are there ways libraries can filter the Internet to protect children? Should they? How do we balance the interests of children with the needs and rights of adults? How can a library decide what will be acceptable in its community?

Friday, November 21, 1997, noon -1:30pm
"Soaring to Excellence: Customer care", with Debra Wilcox Johnson, University of Wisconsin

"Soaring to Excellence" is a 3-part program which offers training for library staff and paraprofessionals.

Friday, December 5, 1997, noon -1:30pm
"Dancing with Change: Global dimensions of local librarianship", moderated by Robert Wedgeworth, University of Illinois

"Dancing with Change" is a 3-part program designed for library professionals and decision-makers but is of broad general interest.

Friday, January 16, 1998, noon -1:30pm
"Soaring to Excellence: The Internet - sites for your workday; sites for you", with D. Scott Brandt, Purdue University

Friday, February 6, 1998, noon -1:30pm
"Dancing with Change: Developing leadership for change", moderated by Robert Wedgeworth

Friday, March 27, 1998, noon -1:30pm
"Soaring to Excellence: Vision for your library future", with Ed Martinez, El Camino College

NET Tips

TIPS FOR TECHNOLOGY (AND OTHER) TRAINING

More and more of us are becoming involved in training of one type or another. Here's a summary of five steps for planning and conducting successful workshops.

1. ASSESS TRAINING NEEDS

The first step in preparing a workshop or training program is to identify the needs that the training is to address.

Gather info on specific training needs:

** Ask the potential students via surveys, interviews and casual conversation.
** Where possible, such as with in-house training programs, contact managers for feedback on their staff's training needs.
** Note comments from previous training sessions.
** Observe where staff, patrons, others get stuck and note questions they commonly ask.

Focus survey and interview questions on what participants "need to be able to do" as opposed to particular technology or software features they want to master.

2. SET OBJECTIVES AND SELECT TRAINING TECHNIQUES

Use your needs assessment to develop training objectives.

Objectives should be:

** Specific
** Measurable
** Easily communicated to the participants (eg, "After today's workshop, you will be able to do the following six things: ...")

When training adults, take into account their special learner characteristics:

** Adults learn in order to accomplish goals and solve specific problems.
** Adults have more life experience than younger learners and, therefore, learn well from analogies and examples that relate to their experience.

Match training strategies and techniques to each of your objectives:

** Incorporate a variety of training techniques to meet the learning styles of all students, such as short lectures, video segments, discussion, case-studies, small group activities, etc.
** The more complex the material, the more involved students need to be: Use hands-on practice and simulation exercises to teach complex skills.
** Hands-on activity isn't limited to using a computer: students can role-play parts of a network to teach Internet concepts or use toys or other fun props that let students model processes you're explaining.
** Consider a student-teaching exercise: learners best retain new skills that they teach to someone else.

3. DEVELOP MATERIALS AND PUBLICITY

Now you're ready to create a detailed workshop outline, schedule sessions, develop handouts, exercises, presentations, and deal with other logistics. Some items to consider:

** The 4:1 ratio: expect to spend four hours of preparation for each hour of training.
** Don't forget backup options in case your presentation technology or network connection fails.
** Do a practice run-through for a fellow trainer and a volunteer from the trainee group to get feedback from both perspectives.
** Plan follow-up opportunities for students - a mini-refresher session, exercises to take home, lists of additional materials available on the Web, a list of already-trained individuals willing to form a support network.
** Workshop announcements should clearly state prerequisites, objectives and the intended audience.
** Timing makes a difference - a good time for technology training is when learners have just enough familiarity w/ the topic to have a few questions, but are not yet frustrated.
** If student skills vary greatly, schedule separate beginner and advanced sessions.

4. CONDUCTING THE TRAINING

This is the fun part!

** Early in the session, review the objectives and class outline, both to focus attention and to avoid unrealistic student expectations.
** For large classes, have an assistant help w/ hands-on sections.
** Trainers can serve as facilitators as much as teachers: encourage students to share experiences and their own technology problems and solutions. This can be the most valuable part of the workshop.
** Solicit questions and comments, then wait 15 to 30 seconds. While this may seem too long, students often need this time to formulate responses.
** For hands-on sessions, one person per computer is best.
** In any type of training, humor and personal examples help break the ice and involve students. Trainers can relate how they learned the skills they're teaching and how they overcame technology stumbling blocks.

5. EVALUATION

Feedback is critical for improving future sessions and trainer skills:

** Evaluations should answer these questions: Were objectives met? Were content and difficulty-level on target? Were trainer and facilities effective?
** To measure training effectiveness over time, do follow-up surveys or interviews a few weeks later.
** Informal discussion w/ participants (and, sometimes, their managers) can give as much or more information as forms and surveys.
** Modify training based on "several" evaluations from more than one session. Don't be overwhelmed by a negative comment - consider it in context and don't fail to give weight to your own perceptions.

LIBRARY OF MICHIGAN CALENDAR OF UPCOMING WORKSHOPS

♦♦♦

Wednesday, November 12, 1997,
9am - 4pm

"New Directors' Workshop"
4th Floor North,
Library of Michigan
    Various presenters
    Library of Michigan

♦♦♦

Friday, November 14, 1997,
9am - 4pm

*"Michigan Electronic Library
Conference for State Employees"*
Library of Michigan - The Forum
    Various presenters
    Library of Michigan

♦♦♦

Friday, November 21, 1997,
noon -1:30pm

*"Soaring to Excellence: Customer
care",* with Debra Wilcox Johnson,
University of Wisconsin.
    "Soaring to Excellence" is a 3-part
program which offers training for
library staff and paraprofessionals.
Library of Michigan - The Forum
    Teleconference presented by the
College of DuPage, Glen Ellyn,
Illinois.

♦♦♦

Thursday, December 4, 1997,
3 to 8:30pm

*"Libraries and Municipalities
working together"*
Livonia Civic Center Library
    Meeting Rooms A & B
    32777 Five Mile Rd
    Livonia, MI
    Various presenters
    Library of Michigan, MML, MTA

♦♦♦

Friday, December 5, 1997,
noon -1:30pm

*"Dancing with Change: Global
dimensions of local librarianship",*
moderated by Robert Wedgeworth,
University of Illinois.
    "Dancing with Change" is a 3-part
program designed for library
professionals and decision-makers
but is of broad general interest.
Library of Michigan -
Lake Ontario Room
    Teleconference presented by the
College of DuPage, Glen Ellyn,
Illinois.

♦♦♦

Friday, January 16, 1998,
noon -1:30pm

*"Soaring to Excellence: The
Internet - sites for your workday;
sites for you"*, with D. Scott Brandt,
Purdue University.
Library of Michigan - The Forum
    Teleconference presented by the
College of DuPage, Glen Ellyn,
Illinois.

♦♦♦

Friday, February 6, 1998,
noon -1:30pm

*"Dancing with Change: Develop-
ing leadership for change"*, moder-
ated by Robert Wedgeworth.
Library of Michigan -
Lake Ontario Room
    Teleconference presented by the
College of DuPage, Glen Ellyn,
Illinois.

♦♦♦

Saturday February 21, 1998 ,
9:00am to 3:30pm

*"Libraries and Municipalities
working together"*.
Indian River Area Library
    3456 S Straits Highway
    Indian River, MI
    Various presenters
    Library of Michigan, MML, MTA

♦♦♦

Thursday February 26, 1998,
3:00 to 8:30pm

 *"District Library: Steps to create
and run a district library"*.
Jordan Valley District Library
    One Library Lane
    East Jordan, MI
Friday, March 27, 1998,
noon -1:30pm

*"Soaring to Excellence: Vision for
your library future"*, with Ed
Martinez, El Camino College.
Library of Michigan -
Lake Ontario Room
    Teleconference presented by
the College of DuPage,
Glen Ellyn, Illinois.

♦♦♦

Saturday May 2, 1998, 9:00am to
3:30pm. (eastern time zone)

*"Libraries and Municipalities
working together"*.
Escanaba City Council Room
    Escanaba City Hall/Library
Complex
    400 Ludington St.
    Escanaba, MI
    Various presenters
    Library of Michigan, MML, MTA

♦♦♦

Sunday, May 17 - 22, 1998

"Beginning workshop".
North Central Michigan College,
Petoskey
    Various presenters
    Library of Michigan

♦♦♦

Monday, April 26-28, 1999

"Rural Libraries Conference".
Grand Traverse Resort, Acme,
Michigan
    Various presenters
    Library of Michigan, COCERC and
    the Michigan Library Association

COMMENTS ON
501(C)(3) STATUS

As Trustees and Directors of libraries are faced with the rising costs of operations and the need for new or expanded services and facilities, they are faced with the need to explore new sources of revenue. Donations from foundations typically require a grant proposal and, sooner or later, trustees are confronted with the question of whether the library or a related group has 501(c)(3) status. Whether and how this designation may be attained; what the status means for the library and its donors; and when and where to apply and file annual reports are questions that should be discussed with legal counsel. Some basic information and materials are readily available, however, and may be a helpful first step in understanding this complex area of the law.

501(c)(3) status refers to the section of the Internal Revenue Code of 1986 that provides recognition of exemption from federal income tax to certain organizations. To qualify for the exemption, an organization must be organized for one or more of the purposes specifically designated in the Code. Generally, the organization may qualify if it is organized exclusively for charitable, religious, educational, scientific, or literary purposes. In order to obtain official recognition of 501(c)(3) status, an organization must apply in writing, using the appropriate forms, directly to the Internal Revenue Service.

The Internal Revenue Service has published a helpful booklet that should be required reading for anyone seeking 501(c)(3) status for an organization or anyone managing an organization that already enjoys that status. Publication #557: Tax-Exempt Status for Your Organization is free of charge from the service. The booklet provides necessary information on the application process, filing requirements and disclosures, and descriptions of qualifying organizations.

One of the thorniest questions in this area is whether a library is a qualifying organization. Some guidance on this issue is given in Publication #557, Section 3, where the distinction between units of local government and instrumentalities is discussed. A state or municipality itself does not qualify for exemption. Under certain conditions, however, an instrumentality of government may qualify under section 501(c)(3) if it is organized as a separate entity and does not enjoy governmental powers. This determination needs to be discussed with the library's attorney.

Ordinarily, Friends of the Library have no difficulty qualifying for 501(c)(3) status.

VOTERS SUPPORT EIGHT OF NINE LIBRARIES

Eight Michigan libraries have received strong votes of confidence from their local voters, who have approved renewed or increased operating millages, as well as significant funding for improvements for to library facilities. One Oakland County library was turned down in both a millage and a new building funding request.

Two new district libraries received voter support of their structers through approval of the operating millage requests presented by their boards.

The primary election on August 5 was the occasion for three libraries to succeed in important millage elections. The newly established Capital Area District Library won strong approval from Ingham County and Lansing city voters, who approved a three-year operating levy by a 2-1 margin. The vote was 67.9% yes. The new tax will provide $ 4 million a year for the new district library, which will replace the Lansing School District Public Library and the 11-branch Ingham County Library on January 1, 1998. The district board is already in place and planning for the transition. The new district was formed by the City of Lansing and Ingham County.

In Genesee County, voters approved the ten-year renewal of a 0.6895 mill operating levy for the Genesee District Library, as well as an increase of 0.1 mill also for ten years. The library won a 53% margin for both ballot proposals. The millage will be collected outside the area served by the School District Public Library in Flint, ending a county tradition of a shared millage that had been split between the two libraries in Genesee County since 1979, when a county-wide millage was first passed.

The White Pigeon Public Library had existed on a 0.3 mill levy for the last 28 years, but rising costs led director Cathy Kistler and the board members to seek a 0.4 mill increase to a total levy of 0.7 mill, in perpetuity. The voters agreed that the time was right, and on August 5 they approved the millage by an overwhelming total of 231 yes votes to 38 no.

The next library to win approval of its millage was Benzie Shores, where the 0.8 mill levy for a five-year term was approved by a 28 vote margin on August 12, 1997.

On August 18 the Holly Township Library's millage renewal was approved by a wide margin, with 327 yes votes to 81 opposed.

September 9 was an important date for two other Michigan libraries, where major decisions were made when the voters supported the proposed funding issues. For the Fremont Area District Library, the issue was the confirmation of the existence of the new district library by approval of its operating millage. By a 69% yes vote to 31% against, the district library was granted its charter millage of 1.5 mills. The income will support additional staff, materials and hours of service, and operating funds for an expanded facility. The library expansion is separately funded from endowments and private donations, so all the millage money will go directly into services, according to the report from library director Judy McNally.

September 9 was also the date when Grand Rapids voters approved a major new Library Improvement Project for the Grand Rapids Public Library. By a margin of 54% to 46%, voters approved the millage increase needed to renovate the main library building, enlarge several of the older branch libraries, redesign and remodel the interior of another branch, relocate three more branches and to add a seventh branch location to serve the west side of the city.

The capital millage requested by the library board and approved by the city commission will generate $12.8 million of the $22.8 million cost of the project. The Ryerson Library Foundation has promised an $ 8 million contribution from community fundraising, and approximately $ 2 million will be provided from the Grand Rapids Public Library's operating budget. The library had the support of a citizen's committee in the campaign for the millage increase.

Library improvements were approved again on September 23, this time in Oakland County. The West Bloomfield Township Library millage is for improvements to the main library and its branch, which were both being overloaded by the high level of use imposed on aging facilities. The solution suggested by library director Clara Bohrer and her board was a $ 10.8 million bond issue, which area voters approved by a vote of 4,701 to 2,804. The tax of 0.7 mills for 15 years will enable the township to double the size of both library facilities, increase the hours of service and to add computer equipment to provide computer network access at every seat in the two upgraded buildings.

Also in Oakland County, voters rejected 2 initiatives proposed by the White Lake Township Library on the October 7 ballot. The township library's first attempt to have an operating millage, proposed at 0.76 mill, was rejected with 1,508 no votes to 775 yes. In a second ballot question, a request for a $ 7.7 million bond issue for a proposed new library building failed by 1,553 no votes to 731 yes.

♦♦♦The Plymouth District Library has been named as an "Ameritech Hometown Partner". The designation brings with it a grant of $ 10,000 which will be used by the library staff in helping local organizations develop home pages on the Internet.

♦♦♦The Cass District Library will observe National Pork Month and Family History Month in October by hosting the first annual "Porkstock" celebration in the library parking lot on Saturday October 11th. The event was created to honor Cass County's position as the leading hog-producing county in the state of Michigan. Events include western dancing demonstrations, instrumental and folk music, a barbecue cook-off, silent auction, pig drop and Swine Society Literary Contest. The event was co-sponsored with the Cass County Conservation district, Southwest Michigan pork producers, MSU Extension and representatives of the County Commission and the Library Board.

♦♦♦A $3,000 performance grant from the Rhythm & Blues Foundation will fund the appearance of blues pianist Johnnie Johnson at the Monroe County Library System's 11th Annual Black History Month Blues Concert on February 28, 1998. The award was one of 12 made by the foundation in 1997. The Rhythm & Blues Foundation is a nonprofit organization dedicated to the historic and cultural preservation of R & B of the 1940's, '50's and '60's. The Performance Grant Program was started last year to develop new audiences and to increase public appreciation for this art form. The concert is only one in a series of events

being scheduled by the library. All of the events will be offered free of charge to the community, according to the report in the Woodlands Library Cooperative "News Notes."

♦♦♦The Berkley Public Library was the benificiary of a birthday donation from the family of local non-reader Nathan Mooney, who at one year old is still too young to visit the library on his own. Nathan's parents, Roberta and Craig Mooney of Royal Oak, decided that the best long term gift for Nathan's birthday would be to ask their friends to contribute to a cash donation to the public library, which is in Craig Mooney's home town. Library director Celia Morse and Friends of the Library President Holly Martin thanked the family for the thoughtful gift of $95.00, and reported that a trust fund has been established so that donations like Nathan's may go to help furnish the children's room of the 7,500 square foot addition to the library.

♦♦♦The Capital Library Cooperative in Mason has announced the selection of Ann Holt as the next director of the cooperative. Formerly director of the Chelsea District Library, Ann Holt will officially begin her new role on October 20, replacing Martha Seamon who is stepping down at the end of October. The cooperative is in the midst of an extensive planning process as it separates itself from its long-standing co-location with the Ingham County Library. The county library is in the process of its own transition. The Capital Area District Library, will supercede the county library and the Lansing School District Public Library at the end of this year.

♦♦♦Wayne State University welcomed returning students with an impressive new $35 million Undergraduate Library in September. The spacious three-story building on Gullen Mall was open when the fall term began on September 2nd, with an official opening ceremony held on September 12th. As WSU's fifth campus library, the new facility was designed for the needs of freshman and sophomore students, to develop information literacy skills in a user-friendly environment, and to help transition the students to the research collections in other campus libraries. The new library features a student-staffed information kiosk as well as a strategically located snack area. A secure Extended Study Area on the first floor is open 24 hours a day to provide students with a quiet study environment. The new facility has 700 computers, with an additional 700 access points for the library information network. A collection of 100,000 books and up to 300 journal subscriptions make up the "hard copy" resources in the new facility.

♦♦♦The Library Network has completed its move to a new location at 13331 Reeck Road in Southgate, Michigan. The new telephone number for TLN is 313-281-3830. The staff worked long hours to vacate the Wayne County service center facility on Van Born Road that had been home to the Wayne Oakland Library Federation and the Wayne County Library for many years. The transition to the modern office building purchased by the cooperative also signified the separation of Wayne County Library staff and services from those of the cooperative. The

shared automation system was moved on August 14 and 15th. The TLN Board of Trustees hosted an afternoon reception in September to thank the staff for their many accomplishments during the move. The grand opening dedication for the TLN offices was held October 19th, and included tours of the offices and training facilities.

♦♦♦The William P. Faust Library of Westland was approved in September as the next Michigan Documents Depository in Wayne County, succeeding The Library Network. As part of its planning process, TLN has divested itself of centralized book collections while redefining its role and functions as a library cooperative. The move to a new office location gave impetus to the TLN decision. The Library of Michigan's Depository Librarian, Ann Marie Sanders, will facilitate the transfer of responsibilities to the public library in Westland.

♦♦♦The Capital Area District Library has selected its first director, Sue Hill, who comes to the new district library from her current position as director of the Macomb County Library and the Library Cooperative of Macomb. She served previously as the director of the White Pine Library Cooperative. Sue will begin her new duties on November 3.

There is no subscription cost or fee associated with access to the legislative information located at this Web site. However, the user must have a computer with a modem and a phone line to access the Internet, or users can connect as a guest thru the Michigan Electronic Library (MEL). This Internet access provides a doorway into the Internet through which the user can navigate, and obtain the legislative information.

To access the Michigan Legislature Web site:

Type the following URL (universal resource locator) address into the appropriate field in your Web browser: http://michiganlegislature.org This site can be viewed using either Netscape 3.0 or newer, or Internet Explorer 3.0 or newer. These programs for viewing files can be downloaded free of charge by following links to the appropriate sites located at the bottom of the legislative web site's Main Page.

Many of the documents provided by this site are "PDF" files-portable document format. To view these documents, you will need to obtain Acrobat Reader software from Adobe, version 3.0 or higher. At the bottom of the legislative Web site's Main Page, you may follow the link to Adobe's web site and download this free plug-in software.

Individuals may find their Representative at the House web site (http://www.house.state.mi.us) or their Senator at the Senate web site (http://www.coast.net./~misenate/senhp.html) and determine if an E-mail address exists. Both of these sites may be easily accessed by following the appropriate links provided on the new Michigan Legislature web site. Additional information about Senate or House districts and about the members of the Legislature is available through these two related internet sites.

Individuals can determine their legislative district or the name of their Representative by using resources available at the the House web site.

At the Senate Web Site, individuals may look up their Senator by last name; by district number; city, township, county; party; or committee membership. Direct links from these lists to individual Senators' home pages are also available.

Careful preparation and testing by the legislative team members have helped the new legislative public web page begin its public service smoothly. Initial reaction from users has been very positive, and the format has proven to be logical and easy to use. The level of use has been heavy in the first weeks with 1.5 gigabytes of information downloaded in the first 21 days. Volume is expected to grow as more people are made aware of the new web site. The legislative site has been linked directly to the Michigan Electronic Library web site, and to the Library of Michigan home page, so searchers can be quickly connected to this new source of information. If you have any questions about michiganlegislature.org please email the Library of Michigan Help Desk (helpdesk@libofmich.lib.mi.us) or call 517-373-2549.

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